

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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SHERYL L. SPILLER
Acting Director



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May 29, 2012

TO: Each Supervisor

FROM: Sheryl L. Spiller, Acting Director

**SUBJECT: NOTICE OF INTENT TO REQUEST DELEGATED AUTHORITY TO
APPROVE A PERCENTAGE INCREASE EXCEEDING TEN PERCENT
OF THE TOTAL CONTRACT AMOUNT**

This is to inform the Board that the Department of Public Social Services (DPSS) intends on filing a Board letter that seeks to execute a new three-year contract effective July 1, 2012 for General Relief Opportunities for Work (GROW) Program Support services with Los Angeles County Office of Education (LACOE). The Board letter requests delegated authority to the Acting Director of DPSS or her designee to execute amendments to increase or decrease the contract amount by up to 25 percent in exchange for an increase or decrease in services provided that (a) there are sufficient CalFresh Employment and Training Program and County funds available to provide services at the amended level, (b) prior Chief Executive Office (CEO) and County Counsel approval as to form are obtained, and (c) the Acting Director notifies the Board and the CEO in writing within ten business days after execution. In accordance with Board of Supervisors' Policy 5.120, prior Board notice is required for any department requesting delegated authority to increase Board-approved contracts by over ten percent.

BACKGROUND

Under the current GROW Program Support contract, LACOE provides training and technical support for GROW service providers and DPSS staff, and specialized job training classes to the County's GROW Program participants. The GROW Program offers employment and training services to employable General Relief (GR) participants, and is designed to help them obtain employment and achieve self-sufficiency. LACOE has provided Program Support services since the inception of GROW in 1999.

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JUSTIFICATION

Due to the unstable economy and the high unemployment rate, DPSS has seen an increase in the number of employable GR participants throughout the term of the current contract. Ongoing, more GR participants are being designated as employable and are being referred for GROW services.

The delegated authority will expedite executing amendments to the contract for any cumulative increase or decrease of the original contract amount resulting from increased service needs.

NOTIFICATION TIMELINE

Consistent with the procedures of Board Policy 5.120, we are informing the board of our intention to proceed with the filing of the Board letter with the Executive Office of the Board for the June 12, 2012 Board Meeting.

If you have any questions or need additional information, please let me know, or your staff may contact Michelle Callahan, Assistant Director at (562) 908-8622.

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors
Deputy Chief Executive Officer